

# CITY CHARTER



## WATERVILLE, MAINE

As presented by the 2020 Charter Commission

Approved by Voters November 3, 2020 Effective  
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# CITY CHARTER WATERVILLE, MAINE

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## **ARTICLE I.**

### **GRANT OF POWERS TO THE CITY**

#### **Section 1. Incorporation.**

The inhabitants of the City of Waterville in the County of Kennebec, within the corporate limits as now established in the manner provided by law, shall continue to be a municipal body politic and corporate in perpetuity, under the name of the City of Waterville, hereinafter also referred to as “City”.

#### **Section 2. Form of government.**

It is recognized that there is a division of powers of the City between those of a policy and legislative nature and those powers which are exercised administratively.

The policy and legislative functions include the development and adoption of ordinances, orders and resolutions and the establishment of policy, the purpose of which is to determine a course of conduct for City government and to formulate rules of operation consistent therewith. Policy powers shall be exercised by the Mayor and City Council, and legislative powers shall be exercised by the City Council.

The administrative powers exist for the purpose of implementing the ordinances, orders, resolutions and policies adopted through the legislative process by the Mayor and City Council and managing the operations of City government in accordance therewith. The City Manager shall exercise these administrative powers.

Neither the Mayor, the City Council, nor any City Council member shall direct or request that the City Manager appoint or remove any person from any City office or in any manner take part in the appointment or removal of Department Directors and/or employees in the administrative service of the City, except as otherwise provided in this Charter.

Except for the purpose of inquiry, the Mayor, the City Council, and any member thereof shall deal with the administrative officers and employees of the City only through the City Manager. The Mayor, the City Council, and any member thereof are prohibited from giving orders to any subordinates of the City Manager, either publicly or privately.

#### **Section 3. General powers of City.**

The City shall have and exercise all powers, functions, rights and privileges possessed by the City of Waterville prior to the adoption of this Charter; also all powers, functions, rights and privileges granted to municipal corporations by the constitution and statutes of the State of Maine together with all the implied powers necessary to carry into execution all the powers granted; also, except as prohibited by the constitution or statutes of this State or restricted by this Charter, all municipal powers, functions, rights, privileges and immunities of every name and nature whatsoever. The City may acquire property, real or personal, for any City purpose, in fee simple, or any lesser interest or estate, by purchase, gift, devise, lease or condemnation, and may sell, lease, hold, manage and control such property as its interests may require.

## **ARTICLE II.**

### **THE MAYOR**

#### **Section 1. Qualifications of Mayor.**

The Mayor shall be an inhabitant of the City and a registered voter therein and shall, at the time of the election be 18 years of age or older and shall, at the time of and for one (1) year previous to the election, have been a resident of the City.

#### **Section 2. Mayor's election and term.**

The Mayor shall be elected by the inhabitants of the City as provided in Article IX of this Charter. The term of office shall be for three (3) years commencing with induction into office in accordance with Article IX Section XIII, and until a successor is elected and inducted.

#### **Section 3. Mayor's salary.**

The salary of the Mayor shall be five thousand dollars (\$5,000.00) per year. The Mayor's salary may be changed by ordinance, provided that such ordinance is passed prior to the Mayoral election and will take effect on January 1 following said election.

#### **Section 4. Vacancy in office of Mayor.**

The office of Mayor shall be deemed vacant if the Mayor:

- A. Fails to qualify by the first meeting of the City Council in a calendar year as defined in Article IV Section 5; or, on or before the first meeting following the canvassing of the vote for a special election.
- B. Dies or resigns,
- C. Is found to be in violation of the City of Waterville Ethics Ordinance,
- D. Is removed from office by a recall election held in accordance with Article X Section 1,
- E. Establishes primary residency outside the City of Waterville,
- F. Is continuously absent from official duties for more than three (3) months,
- G. Is convicted of a Class A, Class B or Class C crime, or any crime involving moral turpitude,
- H. Has violated Article 1, Section 2; or
- I. Violates any of the duties of office, which by the provisions of this Charter, render the office vacant.

When the City Clerk receives information or a written complaint suggesting that one or more of the above criteria are met, the City Clerk shall in writing inform the City Council and notify the

Mayor (unless deceased). Discussion of the matter shall be placed on the agenda of the next regularly scheduled City Council meeting.

A vacancy shall be declared if the City Council determines by a two-thirds vote of the members present and voting that one or more of the above criteria are met, except in the case of a recall election, which follows the procedure in Article X.

The Chair of the City Council shall exercise the powers and perform the duties of the office of Mayor until a Mayor is elected and inducted as the result of a special municipal election. The Chair of the City Council shall continue to have a vote in the City Council but shall not have the veto power. The City Council shall call a special election for the purpose of electing a Mayor to fill the vacancy. This election shall be called within thirty (30) days of the vacancy, unless the vacancy occurs within three (3) months prior to the next regular municipal election.

### **Section 5. Mayor's powers and duties.**

The Mayor shall:

- A. Ensure that the provisions of this Charter are faithfully executed;
- B. Preside at the meetings of the City Council in accord with the City's administrative ordinance, and in instances where there is a tie vote on any matter before the City Council, excluding the appointment of members to the City Council, cast the tiebreaking vote;
- C. Submit items for City Council agendas, accept items from the City Manager and any City Councilor, and determine the order of items on said agendas. Requirements for timing of agenda item submissions and the form in which submissions are made shall be determined by ordinance;
- D. Have the power, in accordance with Article IV, Section 9, to veto any ordinance, order or resolution, excepting rules or orders of a parliamentary character, an ordinance revising ward boundaries and matters where a veto is prohibited by Charter; have power to veto any severable portion of any appropriation order other than the City budget, without affecting the validity of the remainder of the order;
- E. Receive an operating and capital budget for the next fiscal year from the City Manager at least sixteen (16) weeks prior to the start of the next fiscal year. The Mayor shall review, but not revise, said budget, prepare a budget message and submit the budget and message to the City Council for its consideration and approval at least twelve (12) weeks prior to the start of said fiscal year;
- F. Upon service of notice, summons or process, in any action or proceeding against the City, notify the City Solicitor and City Clerk and shall inform the City Council not later than the next meeting;
- G. Appoint, with approval of a majority of the City Council members present, members of boards and commissions;

H. Exercise such other powers and perform such other duties as may be prescribed by this Charter, by ordinance or by applicable state law; and

I. Call special meetings of the council, when necessary.

## **ARTICLE III.**

### **CITY MANAGER**

#### **Section 1. Appointment of City Manager; qualifications.**

The City Manager shall be chosen as provided in Article IV, Section 7, for a term not to exceed five (5) years. The manager shall be appointed on the basis of executive and administrative qualifications, with a preferred minimum of five (5) years municipal managerial experience and relevant post-secondary educational attainment.

The City Manager shall, during tenure of office, reside within the City.

#### **Section 2. Salary of City Manager.**

The appointed City Manager shall be paid a salary of an amount to be fixed by the City Council.

#### **Section 3. Powers and duties of City Manager.**

The City Manager shall be the chief administrative officer of the City, responsible to the City Council for the management of all City affairs placed in the Manager's charge by or under this charter. The City Manager shall:

- A. Appoint and suspend or remove all City employees except as otherwise provided by law, this Charter or personnel rules adopted pursuant to this charter. The City Manager may authorize any administrative officer subject to the Manager's direction and supervision to exercise these powers with respect to subordinates in that officer's Department, office or agency. Notwithstanding the above, the powers and authority granted to the City Manager in this clause shall not apply to the position of City Solicitor;
- B. Direct and supervise the administration of all Departments, offices and agencies of the City, except as otherwise provided by this Charter or by law;
- C. Attend all City Council meetings unless excused by the City Council Chair. The City Manager shall have the right to take part in discussion but shall not vote;
- D. Ensure that all acts of the City Council and all laws, subject to enforcement by the City Manager or by employees subject to the Manager's direction and supervision, are faithfully executed;
- E. Prepare the annual budget and capital improvement plan in consultation with the City Finance Committee and Department Directors, submit said budget to the Mayor at least sixteen (16) weeks prior to the end of the fiscal year, and implement the final budget approved by City Council to achieve the goals of the City;
- F. Make recommendations to the City Council and Mayor concerning the affairs of the City and facilitate the work of the City in developing policy and long term goals for the City and strategies to implement these goals;

- G. Keep the City Council and Mayor fully advised as to the administrative activities, financial condition and future needs of the City and provide any other reports as the City Council may require;
- H. Promote partnerships among City Council, Mayor, staff, and citizens in developing public policy and building a sense of community;
- I. May serve, in the event of a vacancy, as the acting Director of a Department, but shall not serve as the permanent head of any Department of the City; and
- J. J. Perform such other duties as are specified in this charter or may be required by the City Council, State or Federal law.

#### **Section 4. Communication between the municipal Departments and the public schools.**

The City Manager shall be allowed and encouraged to attend meetings of school administrators.

#### **Section 5. Limitation of political activity of City Manager.**

The City Manager is forbidden to use official authority or influence for the purpose of interfering with an election or a nomination for municipal office or affecting the result thereof, or directly or indirectly to coerce, attempt to coerce, command or advise any other appointed municipal officer or servant or employee to pay, lend or contribute any part of his salary or compensation or anything else of value to any party, committee, organization, agency or person for municipal political purposes.

#### **Section 6. Removal and discharge of City Manager.**

The removal of the City Manager will be by approval of two-thirds (2/3) of the City Council members present and voting, after a hearing held upon notice for this purpose. The removal of the City Manager shall not be subject to Mayoral veto.

#### **Section 7. Appointment of Acting City Manager.**

During any temporary vacancy in the office of City Manager, or during the absence or disability of the City Manager as determined by an affirmative vote of five City Councilors, the City Council may, by a majority vote of members present, designate a properly qualified person, who may be a Department Director, to serve and perform the duties of Acting City Manager with appropriate compensation. While so acting, such person shall have the same powers and duties as those given to and imposed on the City Manager. The appointment of an Acting City Manager shall not be subject to Mayoral veto.



## **ARTICLE IV.**

### **THE CITY COUNCIL**

#### **Section 1. Number; terms.**

The City Council shall have seven (7) members, one elected from each ward, as provided in Article IX of this Charter. The terms of the City Councilors shall be three years in length and varied. Wards 1 and 7 shall be elected in one year, Wards 3 and 5 in another year, and Wards 2, 4, and 6 in a third year.

#### **Section 2. Qualifications.**

City Councilors shall be inhabitants of the City and registered voters therein. They shall, at the time of the election be 18 years of age or older and shall, at the time of and for three (3) months previous to the election, have been residents of the respective wards from which they are elected.

#### **Section 3. Salary.**

City Councilors shall be paid a salary of \$1,500 per year, paid in quarterly increments. Payment for incomplete terms shall be prorated. The salary of City Councilors may be changed by ordinance, provided that such ordinance is passed prior to the general municipal election and to take effect on January 1 following said election.

#### **Section 4. Vacancies.**

The office of a City Councilor shall be deemed vacant under one or more of the following conditions. If the City Councilor:

- A. Fails to qualify by the first meeting of the City Council in a calendar year as defined in Article IV Section 5; or, on or before the first meeting following the canvassing of the vote for a special election.
- B. Dies or resigns,
- C. Is found to be in violation of the City of Waterville Ethics Ordinance,
- D. Is removed from office by a successful recall election held in accordance with Article X Section 1,
- E. Establishes primary residency outside of the ward from which elected,
- F. Is continuously absent from official duties for more than three (3) months,
- G. Is convicted of a Class A, Class B, or Class C crime, or any crime involving moral turpitude,
- H. Has violated Article I, Section 2; or
- I. Violates any of the duties of office, which by the provisions of the Charter, renders the office vacant.

When the City Clerk receives information or a written complaint suggesting that one or more of the above criteria are met, the City Clerk shall in writing inform the City Council and notify the affected City Councilor (unless deceased). Discussion of the matter shall be placed on the agenda of the next regularly scheduled City Council meeting.

A vacancy shall be declared if the City Council determines by a two-thirds vote of the members present and voting that one or more of the above criteria are met, except in the case of a recall election, which follows the procedure in Article X. A vacancy may also be declared by a two-thirds vote of members present and voting if a City Councilor is absent on three consecutive regular meetings.

Within thirty (30) days of a declaration of a vacancy the council shall set a date for a special election to be held on the same day as the next state or municipal election, unless that election is more than six (6) months after the declaration of vacancy, in which case the Council will call a special election to be held according to Article IX.

The seat shall remain vacant until a successor is elected and sworn. Said successor shall serve the balance of the term.

#### **Section 5. Meetings of City Council.**

The first meeting of the City Council for each newly elected City Councilor, for induction into office, shall be held in accordance with Article IX Section XIII, after which the City Council shall meet regularly at such times as may be prescribed by its rules, but not less frequently than twice each month. All meetings of the City Council shall be open to the public, except as provided by state statute. The City Council shall keep a complete record of its proceedings which shall be a public record, except as limited by state statute.

#### **Section 6. Organization; procedures.**

The City Council shall be the judge of the election and qualifications of its members and for such purpose shall have power to subpoena witnesses and require the production of records, but the decision of the City Council in any such case shall be subject to review by the courts. At the first meeting of the City Council each January, the City Council shall choose a Chair, who shall serve at the pleasure of the Council. Selection of the Chair is not subject to Mayoral veto. The Chair shall preside at all meetings of the City Council in the absence of the Mayor. In the absence of the Mayor and the Chair, the City Council shall choose a Chair, pro tempore, who shall exercise the powers of a permanent Chair. The City Council shall determine its own rules and order of business.

At any meeting of the City Council, five (5) members shall constitute a quorum, but a lesser number may adjourn from time to time. An abstaining Councilor is considered present for meeting quorum requirements. The City Council shall provide, by ordinance, a means by which a minority may compel the attendance of absent members. Special meetings of the City Council shall be called by the Mayor at the Mayor's discretion or upon petition of five (5) or more City Councilors to the Mayor. In the Mayor's absence from the City, the Chair of the City Council, upon petition of five (5) or more City Councilors, shall call such special meeting. A copy of said petition shall be filed with the City Clerk.

The City Clerk shall be secretary of the City Council. The secretary shall give notice of City Council meetings, shall keep the record of its proceedings, shall authenticate by signature and

record in full, in a book kept for the purpose, all ordinances, orders and resolutions, and shall perform such other duties as shall be required by this Charter or by ordinances.

## **Section 7. Powers.**

- A. All legislative powers of the City shall be vested in the City Council and shall be exercised by it in the manner and subject to the limitations set forth in this Charter. Without limitation to the foregoing, the City Council shall have power to:
- B. Adopt by a two thirds (2/3) vote of Councilors present and voting, the annual budget of the City and appropriate money for all City purposes;
- C. Authorize the issuance of bonds by a bond order;
- D. Consider recommendations from the Search Committee and approve, by a two thirds (2/3) vote of the City Councilors present and voting, appointment of a City Manager and a City Solicitor and the contracts specifying the terms of employment. If necessary, remove the City Manager and City Solicitor in accord with provisions set forth in this Charter;
- E. Establish administrative Departments pursuant to the provisions of this Charter, establish appropriate minimum qualifications for Department Directors, and revise the administrative code by ordinance;
- F. Adopt, upon recommendation of the City Manager, a pay plan for all persons employed by the City, except those whose compensation is fixed by this Charter or by state statute, and adopt by ordinance the rules and regulations of a municipal personnel policy;
- G. Provide, by ordinance, for appropriate boards or commissions as it shall deem advisable to serve in an advisory capacity, or to perform quasi-judicial functions, or to act as a board of appeal in the administration of regulatory ordinances;
- H. Confirm, by a majority vote of the City Councilors present, all appointments made by the Mayor to boards or commissions;
- I. Conduct investigations of the operation of any office or Department administering the affairs of the City, or on any subject upon which it may legislate. In conducting investigations, the City Council shall have the right to administer oaths, subpoena witnesses and compel the production of books and papers pertinent thereto;
- J. Authorize, by ordinance, executive and administrative officers of the City to issue licenses and permits;
- K. Authorize, by ordinance, executive and administrative officers of the City to make contracts pursuant to duly enacted appropriation orders. Said ordinance shall specify a threshold dollar amount above which executive and administrative officers will be required to return to the City Council for approval; and
- L. Establish, by ordinance, fines and penalties for the violation of its ordinances.

## **Section 8. Ordinances, orders and resolutions.**

The City Council may act by ordinance, order or resolution. All acts making regulations of a permanent nature shall be by ordinance. All amendments and repeals of ordinances shall be by ordinance. Every ordinance, order and resolution shall be in writing and available to the public. The enacting clause of all ordinances shall be in the words, "Be it enacted by the City Council of the City of Waterville, as follows".

The City Council generally acts by resolution, but the following matters require an order:

- A. Adoption of the budget;
- B. Creation of a Charter Commission, or amendments to the existing Charter;
- C. Sale or purchase of real property;
- D. Lease of property for ten (10) years or more;
- E. Bonding, as provided in Article VII, Section 7;
- F. Grants and donations with a value of \$10,000 or more.

All public readings of ordinances, orders and resolutions shall include the title and a summary of the substance of the ordinance, order or resolution. Votes on second readings of orders and ordinances shall be by roll call. All votes shall be recorded. All City Councilors present shall be required to vote unless they abstain due to a conflict of interest. Abstentions must be accepted by a majority vote of those Councilors present, with the exception of the councilor in question.

The subject of every ordinance and order shall be set out clearly in the title thereof, and no ordinance or order, except one making appropriations, shall contain more than one subject. Orders making appropriations shall be confined to the subject of appropriations.

#### **Section 9. Procedure for passage of resolutions, ordinances and orders.**

Resolutions shall have one public reading, and unless otherwise stated in the Charter, shall be passed by a majority of the City Council members present. All proposed ordinances shall be reviewed by the City Solicitor before presentation to the City Council.

Every ordinance or order, other than emergency ordinances or orders, shall have two (2) public readings. No more than one (1) reading shall be on the same day.

After the second public reading, the City Council may finally adopt an ordinance or order by the affirmative vote of a majority of the membership of the City Council present, provided, however, when an ordinance amends the zoning ordinance, an affirmative vote of two thirds (2/3) of the membership of the City Council present and voting will be required for adoption.

An abstention does not count in determining the majority necessary for the adoption of a resolution, order or ordinance.

An emergency ordinance or order is an ordinance or order for the immediate preservation of the public peace, health or safety in which the emergency is defined and declared in a preamble thereto, separately accepted by majority vote, and receiving the unanimous vote of all members of the City Council present at the meeting, and shall be adopted with only one public reading.

Orders and resolutions not subject to Mayoral veto shall take effect upon approval by the City Council, while ordinances and orders subject to Mayoral veto shall follow the process in Article 4 Section 11. Items not subject to a Mayoral veto are the removal of the City Manager, the removal

of the City Solicitor, the appointment of an acting City Manager, the appointment of a Councilor Chair, and ward boundary lines.

Ordinances, orders and resolutions adopted by the City Council and subject to Mayoral veto shall be submitted to the Mayor who shall, within ten (10) days, either approve the same by affixing his/her signature thereto, or return it to the secretary of the City Council with written objections, and at the next meeting the City Council shall proceed to reconsider the same. No ordinance, order or resolution shall take effect without the Mayor's approval unless the Mayor fails to return the ordinance, order or resolution to the secretary of the City Council within ten (10) days after it has been presented to the Mayor, or unless the City Council, upon reconsideration thereof at the next meeting following its return by the Mayor, shall, by a vote of not less than two thirds (2/3) of the members present and voting ~~thereof~~, resolve to override the Mayor's veto. The Mayor may veto in like manner any severable item of expenditure in any appropriating order, other than the City Budget, and approve the balance of such appropriating order.

Where a two thirds (2/3) majority is required for passage, or amendment, of an order or ordinance, a two thirds (2/3) majority of those present and voting is required at the first reading.

#### **Section 10. Publication; recording of ordinances.**

The full text of an ordinance shall be made available on a website controlled by the City within ten (10) days after its passage and approval.

Every ordinance, after its enactment, shall be recorded in a book kept for that purpose, which record shall be preserved in the office of the City Clerk.

#### **Section 11. Effective date of ordinances.**

Ordinances or orders making the annual tax levy, ordinances or orders relating to local improvements and assessments, and emergency ordinances shall take effect immediately upon their passage and approval. All other ordinances shall take effect 21 days after final approval by the City Council, unless a later date is fixed therein, in which event they shall take effect at such later date.

#### **Section 12. Independent annual audit.**

Prior to the end of each fiscal year the City Council shall designate qualified public accountants who, as of the end of the fiscal year, shall make an independent audit of accounts and other evidences of financial transactions of the City government and shall submit their report to the City Council. Such accountants shall have no personal interest, direct or indirect, in the fiscal affairs of the City government or of any of its officers. They shall not maintain any accounts or records of the City business but, within specifications approved by the City Council, shall post-audit the books and documents kept by the Department of Finance and any separate or subordinate accounts kept by any other office, Department, or agency of the City government.

## **ARTICLE V.**

### **ADMINISTRATIVE ORGANIZATION**

#### **Section 1. Departments established.**

The administration of the City shall be distributed among the following Departments: Finance, Records, Parks and Recreation, Personnel, Public Works, Public Health and Welfare, Police, Fire, Assessment, City Clerk or such other Departments as may be established by ordinance of the City Council.

#### **Section 2. Directors of Departments.**

Each Department shall be headed by a Director, or appropriate City employee, who shall have control and provide direction for the Department. The Director of each Department shall, with the approval of the City Manager, have the power to appoint and remove all officers and employees of their respective Departments

The City Manager shall supervise all Directors or appropriate City employees.

Two (2) or more Departments may be headed by the same individual, provided that one employee always be designated as City Clerk and one employee as Tax Assessor who will be Directors of Departments.

Each Department Director shall possess the necessary qualifications to ensure efficient administration of such Department. The Director of Public Works shall be, or shall appoint to the Department, a registered civil engineer to serve as City Engineer. The City Council shall appoint a Health Officer, who may be the Director of Health and Welfare, if qualified. The City Council may, by ordinance, establish further minimum qualifications for Department Directors.

#### **Section 3. Duties of City Clerk.**

The City Clerk shall be the secretary of the City Council and shall perform such duties as are usually performed by Clerks of municipal corporations, and all such duties as are required by the laws of the state and by this Charter, and, in addition, shall perform all such other duties as are required of the City Clerk by the City Council. The City Clerk shall be the custodian of the official seal of the City.

#### **Section 4. Tax Assessor and Board of Assessment Review.**

There shall continue to be a single Tax Assessor and a Board of Assessment Review under provisions of relevant state statutes.

#### **Section 5. City Solicitor.**

The City Solicitor shall:

- A. Be an attorney admitted to practice law in all the courts of the State of Maine, as shall be any assistants to the City Solicitor;

- B. Be the legal advisor of the Mayor, City Council, the City Manager, the officers, Departments and all boards of the City in matters pertaining to the governance of the City;
- C. Under the direction of the City Council, prosecute all suits for, and defend all suits brought against the City, and may prosecute all persons accused of any violation of the City ordinances;
- D. Perform such other and further duties as are required by the laws of the State of Maine, by the provisions of this Charter or by City Council;
- E. In special cases, request of the City Council that additional legal services be provided; and
- F. The removal of the City Solicitor will be by approval of two thirds (2/3) of the City Council members present and voting after a hearing held upon notice for this purpose. The removal of the City Solicitor shall not be subject to Mayoral veto.

## **Section 6. Salaries of employees.**

All persons employed by the City, and paid either in part or in whole by appropriations made by the City Council, except those under the supervision of the Board of Education and those whose compensation is fixed by this Charter or by statute, shall be compensated only in accordance with a pay plan, or plans, recommended by the City Manager and adopted by ordinance.

## **Section 7. Boards and commissions.**

The City Council may provide, by ordinance, for appropriate boards or commissions, as it shall deem advisable, to serve in an advisory capacity, or to perform quasi-judicial functions, or to act as a board of appeal in the administration of regulatory ordinances. Members of such boards shall be appointed by the Mayor with the approval of a majority of the City Council members present, and may be removed for cause, after a hearing, by a two thirds (2/3) vote of the City Council members present and voting. Members of such boards shall be appointed for definite and overlapping terms. Appointive members of such boards shall not hold any other public office, the salary of which is payable by the City or School Board.

A quorum of membership shall be required for all board and commission votes. The quorum shall be two thirds (2/3) of the number of members eligible to vote. Minutes of the Planning Board, Board of Assessment Review, and Zoning Board shall be kept and filed with the City Clerk. The City Council may also require other boards and commissions to keep and file minutes with the City Clerk.

Absence by any member from more than one half (1/2) of the regular board or commission meetings in a six-month period shall be cause for termination of that member from that board or commission. Board and commission members shall receive proper notice two (2) weeks in advance of all regular meetings of such board or commission.

**Section 8. Qualifications of City employees.**

Every elected and appointed City official, the City Manager, City Solicitor, and department heads shall be duly sworn to the faithful and impartial performance of the duties of the office, by any person authorized to administer oaths, before entering upon the discharge of same, and a record of such oath shall be made in the office of the Clerk.

**Section 9. Public official liability insurance**

The City shall maintain a public official liability insurance policy or similar product that protects the City from internal theft by employees and elected and appointed officials.



## **ARTICLE VI.**

### **CODE OF ETHICS**

#### **Section 1. Ordinance required.**

The City Council shall maintain an ordinance defining the code of ethical conduct of elected and appointed City officials, as well as all employees of the City. The ordinance shall be developed by the Ethics Committee, as provided in Section 2, and only be approved and later amended with the approval of 2/3 of City Councilors present and voting.

#### **Section 2. Formation of Ethics Committee.**

The ordinance shall direct the formation of an Ethics Committee, consisting of seven (7) members who are residents of the City, to review the code ordinance once every three (3) years. The committee shall be appointed by the Mayor with the advice and consent of the City Council. Elected officials and their immediate family members shall not be permitted to be members of the committee. The committee shall meet as needed, but no less than annually.

## **ARTICLE VII.**

### **CITY FINANCES**

#### **Section 1. Appointment; Director of Finance to be Treasurer.**

There shall be a Department of Finance, the Director of which shall be the Director of Finance, who shall be appointed by the City Manager. The Director of Finance shall be the Treasurer and custodian of the funds of the City.

#### **Section 2. Powers and duties of Director of Finance.**

The Director of Finance shall have charge of the administration of the financial affairs of the City and to that end shall have authority and shall be required to:

- A. Compile the current expense estimates and the capital estimates for the budget;
- B. Supervise and be responsible for the disbursements of all moneys and have control over all expenditures to ensure that budget appropriations are not exceeded;
- C. Maintain a general accounting system for the City government and each of its officers, Departments and agencies; keep books for and exercise financial budgetary control over each office, Department and agency; keep separate accounts for the items of appropriation contained in the City budget, each of which accounts shall show the amount of the appropriation, the amounts paid therefrom, the unpaid obligations against it and the unencumbered balance; required reports of receipts and disbursements from each receiving and spending agency of the City to be made daily or at such intervals as may be deemed to be expedient;
- D. Submit to the City Council, through the City Manager a quarterly statement of all receipts and disbursements, and a monthly summary of the percentage of budget spent for each Department;
- E. Keep all books, papers and vouchers belonging to the Department at all times open and readily accessible for inspection during the annual City audit;
- F. Prepare annually, as of the end of the fiscal year, a complete financial statement and report;
- G. Collect all taxes, special assessments, license fees and other revenues of the City and receive all money receivable by the City; and
- H. Supervise the initial purchase, storage and distribution of all supplies, materials, equipment and other articles used by any office, Department or agency of the City government.

#### **Section 3. Collection and custody of City moneys.**

All moneys received by any officer, employee or agent of the City belonging to the City, or for or in connection with the business of the City, shall daily, or in no event longer than one week, be

paid by the officer, employee or agent receiving the same into the City treasury, and shall then be deposited by the Director of Finance with some responsible banking institution to be chosen by the City Council. All interest from all deposits of money belonging to the City shall accrue to the benefit of the City.

#### **Section 4. Disbursement of money; prohibitions.**

All disbursements, except principal and interest on bonds and certificates of indebtedness, shall be made only upon the order of the Director of Finance, countersigned by the City Manager, duly authorized by a resolution of the City Council and approved by the auditor. Every such order shall specify the purpose for which the disbursement is made and the fund out of which it is to be paid. No such order shall be issued unless the Director of Finance shall certify that there is an unencumbered balance of money sufficient to pay the same in the fund out of which it is to be paid. The Director of Finance shall examine all payrolls, bills and other claims against the City and shall issue no order for payment until the claim is in proper form, correctly computed and legally due and payable. Any order or resolution for the payment of money violating any provision of this section shall be void, and any officer of the City violating any provision of this section shall be personally responsible for the amount of such payment if any is made contrary to the provisions hereof. Nothing in this section, however, shall prohibit the City Council from authorizing interdepartmental transfers of funds previously appropriated.

#### **Section 5. Making of bids and letting of contracts.**

The City Council shall regulate the making of bids and the letting of contracts by ordinance. Said ordinance shall be adopted and, as necessary, amended by a two thirds (2/3) vote of the City Council members present.

#### **Section 6. Borrowing in anticipation of taxes and bond issues.**

During any fiscal year, the City Council may, by resolution, authorize the borrowing of money in anticipation of receipts from taxes, but the aggregate amount of such borrowing at any one time shall not exceed eighty (80) percent of the revenue received from taxes during the preceding fiscal year. All such money borrowed shall be repaid out of receipts from taxes for the fiscal year in which the money is borrowed. Money may be borrowed in anticipation of money to be received from the sale of bonds to be issued, in case such bond issue has been authorized. All such money borrowed shall be repaid within one (1) year and shall be subject to the provisions of the laws of the State of Maine in relation thereto.

#### **Section 7. Bond issues.**

Money may be borrowed, within the limits fixed by the constitution and statutes of the State of Maine now or hereafter applying to the City of Waterville, by the issue and sale of bonds or notes pledged on the credit of the City, the proceeds to be used for acquisition of land, the construction and equipment of buildings and other permanent public improvements, the acquisition of equipment of a lasting character, and the payment of refunding of bonds, notes, and certificates of indebtedness previously issued or for any other purpose for which municipalities are or hereafter may be authorized to borrow money by general law.

At least ten (10) days before City Council consideration is given to any bond issue, the total cost of which is in excess of one-half of one (0.5) percent of the City's debt limit, the City Council shall hold a special public hearing. This special hearing shall receive public notice in local media in the

City. Notice shall be given not more than seven (7) days nor less than three (3) days prior to the date of hearing. The City's debt limit is defined as a certain percentage of the City's state valuation as stated in relevant state statutes.

#### **Section 8. Sales of City-owned property.**

The City Council shall provide a method and procedure for the sale of City-owned property. The methods and procedures required by this section shall be by ordinance. Such an ordinance shall provide procedures for the sale of property that has been acquired by reason of the automatic foreclosure provisions of Title 36 MRSA, Section 943, as well as property acquired in any other manner than by the automatic tax foreclosure proceedings.

#### **Section 9. City Finance Committee.**

A Finance Committee shall be created for the purpose of promoting communication between the municipal and public school Departments. The Finance Committee shall present quarterly financial reports to the City Council and Board of Education that detail the financial condition of the municipal and school departments.

Membership on the Finance Committee shall include the Superintendent of Schools, two members of the Board of Education selected by the Board of Education, the City Manager, two City Council members selected by the City Council, and the Mayor. The term of Board of Education and City Council members serving on the Finance Committee shall be two years. A member may serve multiple terms, provided the terms are not consecutive;

The Chair of the Finance Committee shall be chosen from within the membership of the committee. The Finance Committee shall meet as needed, but no less than quarterly. The Finance Committee is empowered to adopt rules and/or procedures governing its operations.

## **ARTICLE VIII.**

### **ADMINISTRATION OF SCHOOLS**

#### **Section 1. Number and terms for Board of Education.**

A Board of Education, composed of seven (7) members, shall be elected from the wards as provided in Article IX of this Charter, and inducted in accordance with Article IX Section 13. The terms of Board of Education members shall be three years in length and varied. Wards 1 and 7 shall be elected in one year, Wards 3 and 5 in another year, and Wards 2, 4, and 6 in a third year.

#### **Section 2. Qualifications for Board of Education.**

Board of Education members shall be at least 18 years of age at the time of the election, and shall be registered voters and shall, at the time of and for three (3) months previous to the election, have been residents of the respective wards from which they are elected.

Members of the Board of Education shall not hold any other public office, the salary of which is paid by the City, and shall be subject to Article VI of this Charter.

#### **Section 3. Salary for Board of Education.**

The members of the Board shall be paid fifty dollars (\$50.00) for each School Board meeting actually attended. The salary of members of the Board of Education may be changed by ordinance, provided that such ordinance is passed prior to the general municipal election and to take effect on January 1 following said election.

#### **Section 4. Vacancies on the Board of Education.**

The office of a member of the Board of Education shall be deemed vacant under one or more of the following conditions.

If the Board of Education member:

- A. Fails to qualify before the first scheduled meeting of the School Board in a calendar year; or, on or before the first meeting of the School Board following the canvassing of the vote by the City Council for a special election.
- B. Dies or resigns,
- C. Is found to be in violation of the City of Waterville Ethics Ordinance
- D. Is removed from office by successful recall election held in accordance with Article X Section 1,
- E. Establishes primary residency outside of the ward from which elected,
- F. Is continuously absent from official duties for more than three (3) months,
- G. Is convicted of a Class A, Class B, or Class C crime, or any crime involving moral turpitude,

- H. Has violated Article I Section 2, or
- I. Violates any of the duties of office, which by the provisions of this Charter, renders the position vacant.

When the City Clerk or the Superintendent receives information or a written complaint suggesting that one or more of the above criteria are met, the City Clerk or the Superintendent shall in writing inform the Board of Education and notify the affected Board of Education member (unless deceased). Discussion of the matter shall be placed on the agenda of the next regularly scheduled Board of Education meeting.

A vacancy shall be declared if the Board of Education determines by a two thirds vote of the members present that one or more of the above criteria are met, except in the case of a recall election, which follows the procedure in Article X Section 1. A vacancy may also be declared by a two-thirds vote if a Board of Education member is absent on three consecutive occasions.

Following solicitation of interested candidates, vacancies in the Board of Education shall be filled by the Board of Education through appointment of a registered voter residing in the ward in which the vacancy occurs. Appointed Board of Education members shall, at the time of and for three (3) months prior to the appointment, have been residents of the ward from which they are appointed.

Board of Education members shall confirm any appointment where there is more than one candidate by a written ballot which shall contain their name and the name of the person they wish to appoint, and shall be submitted to the recording secretary. The content of the ballot shall not be shared with other members until voting has concluded. The recording secretary shall read each ballot aloud and retain the ballots as a matter of public record.

If there is no majority winner in the first round, and there are two candidates, the matter shall be postponed until the next regularly scheduled meeting unless one candidate withdraws.

If there is no majority winner in the first round, and there are three or more candidates, all candidates who received fewer votes than the top two candidates shall be eliminated and there shall be a second round of balloting unless all but one candidate voluntarily withdraws. In the event of no candidate receiving a majority vote following the second round of balloting, the matter shall be postponed until the next regularly scheduled meeting.

The appointed Board of Education member shall serve until the regularly scheduled City election and a successor is elected and sworn. Said successor shall serve the balance of the term.

## **Section 5. Powers and duties of Board of Education.**

The Board of Education shall have all the duties, rights and powers granted to such boards by the constitution and statutes of the State of Maine, and all the duties, rights and powers invested in the Board of Education of the City of Waterville before the adoption of this Charter, including the duty and power to:

- A. Annually elect a Chair from its membership, who shall in turn appoint representatives to the board of any school administrative unit of which the City is a member;
- B. Appoint some suitable person, not a member of the Board, to be Superintendent of Schools and who also shall be the secretary and executive agent of the Board, if the City is an independent school district;

- C. Fix the salary of the Superintendent to be paid from the City treasury, if the City is an independent school district;
- D. Remove the Superintendent for good cause and appoint a successor, if the City is an independent school district; and
- E. Adopt such rules and regulations for the management of the schools as are not inconsistent with the laws of the state and ordinances of the City;
- F. Have the right and responsibility to direct the expenditure of all school moneys;
- G. Submit to the City Council and Mayor, and make available to the public, a complete report on the affairs and condition of the City schools within three (3) months after the end of the fiscal year;
- H. At least fourteen (14) weeks before the beginning of the next fiscal year, meet in a joint meeting with the City Council at such time as shall be fixed by the City Manager, due notice of which shall be given by the City Clerk;
- I. Issue copies of a detailed estimate in the form of a budget, of the amount needed for school purposes for the next fiscal year, to the Mayor, City Manager, and to each member of the City Council two (2) weeks before the date set for the joint meeting; and
- J. Provide full information with reference to all budget estimates and reasons for fixing the items thereof at the amounts therein stated.

#### **Section 6. Appropriations; audit of accounts.**

The City Council shall have the power to raise moneys for the support of public schools in the City and shall appropriate for the next fiscal year such sum, not less than the amount required by the state statute, as it may deem necessary for that purpose. Such sum shall be included with and assessed like other City taxes. The City Council may elect, by ordinance, to assess and bill for school needs separately.

The financial records of the Board of Education shall be reviewed as part of the annual independent City audit by the authorized representatives of the auditing firm conducting said audit. The financial records of the Board of Education may also be reviewed from time to time as directed by the City Council.

#### **Section 7. Communication between public schools and municipal Departments**

The Superintendent of Schools shall be allowed and encouraged to attend meetings of the municipal Department Directors.

## **ARTICLE IX.**

### **ELECTIONS**

#### **Section 1. Wards.**

For the purpose of holding elections, the City shall continue to be divided into seven (7) wards divided along the boundary lines established by City ordinance.

#### **Section 2. Revision of ward boundary lines.**

Within two (2) years of the federal decennial census, the City Clerk shall, based on the results of said census, determine if the number of inhabitants in any one ward exceeds the number of inhabitants in any other ward by ten (10) percent, and if it does, the City Clerk shall notify the City Council thereof. Within six (6) months after receiving such notification from the City Clerk, it shall be the mandatory duty of the City Council to redistrict the City by ordinance. Each ward shall constitute a contiguous territory and contain as nearly as possible a number of inhabitants equal to the factor obtained by dividing by seven (7) the total number of inhabitants of the City. A convenient voting place shall be designated by the administration with City Council approval for one (1) or more wards. If, at the expiration of the six-month period, the City Council has failed to redistrict the City as herein required, the members of the City Council shall not receive any salary until the City Council shall have adopted such ordinance, which may not be vetoed by the Mayor. If, in any such redistricting, the residence of any City Councilor is placed outside of the ward from which elected, the office shall not be deemed vacant on that account and the City Councilor shall continue to serve out the term for which elected.

#### **Section 3. Time and place of elections.**

On the Tuesday following the first Monday of November, the registered voters of each ward, at the voting places designated for that ward, shall ballot as needed for Mayor, Water District Trustee, one City Councilor, one Board of Education member, and one Charter Commissioner from the ward in which they are resident. Each officer elected under this Charter shall be inducted in accordance with Article IX Section 13.

#### **Section 4. Registration of voter.**

No person shall be allowed to vote at any municipal election unless duly registered as a voter in the City. A person may register as a voter by appearing before the Registrar and by proving qualifications to vote as required by the laws of Maine. The Registrar shall publish in a newspaper having general circulation in the City notice of the time schedule for registration before each regular or special municipal election. The Registrar shall prepare a printed list of voters for each ward and shall keep the list current at all times. Registration proceedings shall be conducted in the same manner as provided by the election laws of Maine, as defined in relevant state statutes. The City Clerk's office will maintain on the City website a description of relevant voter registration and election state statutes to be made accessible to the public.

#### **Section 5. Notice of election; preparation of ballots.**

The City Council shall make notice of a regular or special municipal election by issuing a warrant, signed by a majority of City Councilors, containing a statement of the purpose of the election, the date and the time of opening and closing of the polls. Such warrant shall be served by the chief of police of the City by posting attested copies of said warrant at all designated voting places at least



seven (7) days before the date of election. Such warrant, with the officer's return of service thereon, shall be returned to the City Clerk at least four (4) days before the date of election.

The City Clerk shall also cause notice of the election to be published in a newspaper having general circulation in the City at least seven (7) days before the date of the election. Notification of special ward elections shall be conducted in a similar manner.

Ballots for all regular or special municipal or ward elections shall be prepared by the City Clerk and shall be in substantially the same form as required by the election laws of Maine. At least seven (7) days before any municipal election, the City Clerk shall post a specimen ballot, prepared according to the regulations for state elections, at the voting place designated for each ward.

#### **Section 6. Election officials; counting of ballots; notification of election.**

The Warden of each polling place shall supervise the voting for that polling place on Election Day. Seven Ward Clerks shall assist the Warden. The Warden and Ward Clerks shall be appointed by the City Clerk in even-numbered years for a two-year term. Every effort shall be made by the City Clerk to ensure each ward is represented by a Ward Clerk, but when necessary, may appoint a Ward Clerk at-large to represent an unfilled ward.

Election Clerks, nominated by the municipal committee of each major political party and appointed by the City Council, as required by the election laws of Maine, shall assist the Warden in distributing, receiving and counting ballots.

All regular and special municipal elections shall be conducted in the same manner as provided by the election laws of Maine, as defined in relevant state statutes. As soon as the polls are closed, the election officials shall count the ballots publicly under the supervision of the Warden.

The City Council of the City of Waterville shall constitute the canvassing board for the canvass of the votes and the determination of the result of every general or special municipal election held under the provisions of this Charter. The City Council shall meet as such canvassing board as soon as convenient after each election, at which time it shall receive the returns from the polling place(s) and shall, by resolution, certify and determine the result of such election as to each officer and matter voted upon at the election.

The candidate for Mayor having a plurality of the votes cast in all the wards shall be elected. The City Clerk shall deliver certificates of election to all persons elected, within fourteen (14) days of their election. If it shall appear that one or more of the offices to be filled by an election has not been filled, or if any person elected shall fail to timely qualify for the office, warrants for another and special election to fill such vacancy shall be issued forthwith, in substantially the same manner as provided in section 5 of this article.

#### **Section 7. Recount and title to office.**

Upon the written application of a candidate in any municipal election, within ten (10) days after the election, the Clerk shall have the ballots recounted as provided in relevant state statutes. A person who claims title to any municipal or ward office may proceed against another who claims title to the office by proceeding in the manner provided in said state statutes.

## **Section 8. Absentee voting.**

Absentee voting shall be permitted in all regular or special municipal elections, provided that such voting conforms to the regulations governing absentee voting provided in relevant state statutes.

## **Section 9. Nomination of candidates.**

Nomination of ward-level candidates shall be made in the ward caucus of each political party in each ward or by petition. Nomination of candidates for Mayor shall be made in the City caucus of each political party or by petition. Ward caucuses and City caucuses shall be held not less than ninety (90) days prior for regular elections nor more than forty (40) days prior for special council elections to the day on which an election is to be held. Notice of a caucus shall be published in a newspaper having general circulation in the City at least three (3) and not more than seven (7) days before it is to be held. The procedure for calling, giving notice, holding and voting at caucuses shall follow the provisions for municipal caucuses as defined in relevant state statutes. Each ward caucus may nominate a candidate for City Councilor, member of the Board of Education, and Charter Commissioner. Each City caucus may nominate one candidate for Mayor, and candidate(s) for Water District Trustee(s).

Access to the ballot for all candidates, including those nominated by the ward and City caucuses, for any public office of the City of Waterville shall be confirmed by petition. Relevant state statutes are hereby incorporated by reference and made a part hereof, except as follows:

### *A. Number of signatures required.*

- i. Office of the Mayor. Petitions must be signed by a number of registered voters of the City of Waterville equal to at least fifteen (15), but not more than twenty-five (25), from each of the seven wards of the City;
- ii. Offices of City Council, Board of Education, and Charter Commission. Petitions must be signed by a number of registered voters of the City of Waterville equal to at least twenty-five (25), but not more than fifty (50) from the same ward as the candidate for office from that ward.
- iii. Office of Water District Trustee. Petitions must be signed by a number of registered voters of the City of Waterville equal to at least twenty-five (25), but not more than fifty (50) from any ward of the City, providing that at least one (1) signature is from a voter in each of the seven wards of the City.

### *B. When signed.* The petition may not be signed more than one hundred twenty (120) days prior to the election in which it is to be used.

### *C. Filing of petition and candidate's consent.* Persons seeking nomination by petition and having submitted a declaration of candidacy in accordance with subsection (c) must file petitions and candidate's consent in the office of the City Clerk prior to 4:30 p.m. on the sixtieth (60<sup>th</sup>) day before regular elections and the thirty-fifth (35<sup>th</sup>) day for special elections. Persons nominated by caucus must file their petitions by the same deadline.

### *D. Verification of petition.* On receipt of a petition, the Registrar shall verify the signatures on the petition.

- E. *Review of petition.* On receipt of a petition, the City Clerk shall review it. If it is incomplete or incorrect on its face, the Clerk shall advise the candidate or the person who certified it and allow the candidate, or person, to correct it in accordance with the facts. Corrections or additional signatures may not be submitted after 4:30 p.m. four (4) days after notification of the deficiency.
- F. *Challenge of validity of petitions.* Anyone desiring to challenge the validity of a petition shall notify the City Clerk of such challenge in writing by or before 4:30 p.m. four (4) days from the filing of the petition or corrected petition. Such written notice shall set forth the reasons for the challenge.

Procedures as herein set forth are in conformity with relevant state statutes.

#### **Section 10. Enrollment.**

No person shall vote at a ward or City caucus unless enrolled as a member of the political party holding the caucus. A person may enroll in a political party by filing an application with the Registrar of Voters, who shall be available at each caucus for that purpose, or shall provide a deputy to perform the same duty. The person must swear to be a qualified voter who has not been enrolled in any other political party in the City for fifteen (15) days prior to the date of said caucus. The enrollment of voters shall follow the provisions of the election laws of relevant state statutes.

#### **Section 11. City committee.**

A political party, in order to nominate candidates for City office, shall hold a municipal caucus no less than every two (2) years. The purpose of at least one meeting every two (2) years shall include the election of a chair.

#### **Section 12. Special elections.**

Special elections may be called by the City Council for any purpose permitted by this Charter or by statutes. All special elections shall be called by a resolution of the City Council authorizing the issuance of a warrant which shall fix the time therefore and shall state the offices to be filled, or the questions to be decided, and shall direct the Clerk to give the necessary notice and follow the same necessary procedures as for the holding of regular elections.

Elected candidate(s) shall be inducted in accordance with Article IX, Section 13.

#### **Section 13. Induction of Elected Official(s).**

Each officer elected under this Charter during a regular election shall be inducted and assume the duties of the office to which elected at the first regular meeting of the City Council in January. If a regular election is not canvassed by the City Council before the aforementioned meeting, elected officer(s) shall be inducted and assume the duties of the office immediately after the canvassing of votes by the City Council.

Each officer elected under this Charter during a special election shall be inducted and assume the duties of the office immediately after the canvassing of votes by the City Council.

## ARTICLE X.

### RECALL, REFERENDUM, INITIATIVE

#### Section 1. Power to recall.

Any elected official may be recalled and removed therefrom by the electors of the City as herein provided. The recall petition, to be effective, must be returned and filed with the City Clerk within twenty-one (21) days after the filing of the affidavit, as described in Section 4. The petition, before being returned and filed, shall be signed by registered voters of the elected official's district totaling at least fifteen (15) percent of the number of ballots cast in in said district as determined at the time of the last preceding gubernatorial election. Article X, sections 4, 5, 6 and 7 shall also apply to this section.

- A. *Calling of recall election.* If the petition or amended petition shall be certified by the City Clerk to be sufficient, the City Clerk shall submit the same with the certificate to the City Council at its next meeting and shall notify the member or members whose removal is sought of such action. The City Council shall at such meeting cause an election to be held in accordance with Article IX, section 12. The recall election will be held no more than forty-five (45) days after the City Clerk notifies the City Council, unless said notification is within three (3) months of a scheduled election, in which case the recall election shall occur on the scheduled election day.
- B. *Form of ballot in recall election.* Unless the member or members whose removal is sought shall have resigned before the receipt by the City Council of the City Clerk's certificate, the form of the ballot at such election shall be as nearly as may be: "Shall "A" be recalled? Shall "B" be recalled?" etc., the name of the member or members whose recall is sought being inserted in place of "A", "B", etc.
- C. *Procedure on failure of City Council to cause election to be held.* Should the City Council fail to cause an election to be held as herein provided, such election may be ordered by any justice of the Superior Court.
- D. *Removal from office.* In case of a majority of those voting for and against the recall of any official shall vote in favor of the recall, such official shall be thereby removed and the City Council shall cause an election to be held as in the provision for vacancy in that office.

#### Section 2. Power of referendum.

The electors shall have power to approve or reject at the polls any resolution, order or ordinance passed by the City Council, such power being known as the referendum. Resolutions, orders or ordinances submitted to the City Council by initiative petition and passed by the City Council shall be subject to the referendum in the same manner as other resolutions, orders or ordinances. Within twenty (21) days after the enactment by the City Council of any resolution, order or ordinance which is subject to a referendum, a petition signed by at least fifteen (15) percent of the number of registered voters of the City of Waterville who cast ballots at the last regular gubernatorial election may be filed with the City Clerk requesting that any such resolution, order or ordinance be either repealed or submitted to a vote of the registered voters.

**Section 3. Power of initiative.**

The registered voters shall have power to propose any resolution, order or ordinance, such power being known as the initiative. Such initiated resolution, order or ordinance may be submitted to the City Council within ninety (90) days after the filing of the affidavit by a petition signed by registered voters of the City equal in number to at least fifteen (15) percent of the number of registered voters who cast ballots at the last regular gubernatorial election.

**Section 4. Procedure for filing petition.**

Any three (3) registered voters of the City may make and file with the City Clerk an affidavit containing their names, address(es) and the address to which all notices are to be sent. In the case of recall, the name of the elected official whose removal is sought shall be part of the affidavit, and for a ward recall of an elected official, all three registered voters must reside in the ward of the elected official whose removal is being sought. In the case of referendum or initiative, the affidavit shall include a general statement with explanations of the resolution, order or ordinance. The City Clerk shall thereupon deliver to the voter one paper and one electronic copy of the petition. Petition blanks shall be made available for voters to sign in the office of the City Clerk during regular business hours. A copy of the proposed language shall be in the possession of each petitioner whenever they are collecting signatures. Petitioners shall present the copy to any voter for review upon request.

**Section 5. Form of petitions.**

The petitions used to invoke the initiative or the referendum shall be substantially in the following form:

**PETITION TO THE WATERVILLE CITY COUNCIL**

"For the Submission to the People of the Question, 'Shall the proposed (resolution, order, ordinance), a copy of which is hereto attached, be adopted?', or, in the case of recall, 'Shall A be recalled?'"

"We, the undersigned voters of the City of Waterville, residing respectively at the addresses placed opposite our names, hereby petition the City Council to submit the foregoing question to the voters of the City of Waterville."

A copy of the affidavit filed with the City Clerk shall be attached to the petition. The affidavit shall be a general statement with explanations of the (resolution, order, ordinance) and reasons why this petition is being circulated.

NAMES	RESIDENCES	DATE

"Name, \_\_\_\_\_, of Street and Number \_\_\_\_\_, being duly sworn, deposes and says that he/she is the circulator of the foregoing petition containing \_\_\_\_\_ signatures and that the signatures appended thereto were made in the circulator's presence and are to the best of the circulator's knowledge and belief the signatures of the persons whose names they purport to be.

Signed, \_\_\_\_\_

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Notary Public"

## **Section 6. Signatures to petitions.**

The signatures to petitions need not all be affixed to one petition, but to each separate petition there shall be attached an affidavit of the circulator thereof stating that he/she, and he/she only, personally circulated the foregoing paper; that it bears a stated number of signatures; that each signature appended thereto was made in the circulator's presence and is to the best of the circulator's knowledge and belief the genuine signature of the person whose name it purports to be. With each signature shall be stated the same name printed, the place of residence of the signer, giving the street and number of the street or other description sufficient to identify the same.

## **Section 7. Filing, examination and certification of petitions.**

All petition papers comprising a recall, initiative, or referendum petition shall be filed with the City Clerk. Within ten (10) working days after a petition is filed, the City Clerk shall determine whether each paper of the petition has a proper statement of the circulator and whether the petition is signed by a sufficient number of qualified electors.

The City Clerk shall declare any petition paper entirely invalid which does not have attached thereto an affidavit signed by the circulator thereof. If a petition paper is found to be signed by more persons than the number of signatures certified by the circulator, the last signatures in excess of the number certified shall be disregarded. If a petition paper is found to be signed by fewer persons than the number certified, the signatures shall be accepted, unless void on other grounds.

If the City Clerk's certificate shows the petition to be insufficient, the City Clerk shall forthwith so notify in writing one or more of the persons designated on the petition as filing the same; and the petition may be amended at any time within the five (5) days after the giving of the notice, by filing of a supplementary petition upon additional papers, issued, signed and filed as provided herein for the original petition. The City Clerk shall, within ten (10) working days after such amendment, make like examination of the amended petition, and attach thereto the certificate of the result. If then found to be insufficient, or if no amendment was made, the City Clerk shall file the petition in the City Clerk's office and shall notify each of the persons, designated thereon as filing it, of that fact. In the case of recall and initiative, the final ending of the insufficiency of a petition shall not prejudice the filing of a new petition for the same purpose.

After completing examination of the petition, the City Clerk shall certify the result thereof to the City Council at its next regular meeting. If the City Clerk shall certify that the petition is insufficient, the particulars in which it is defective shall be set forth in the certificate.

## **Section 8. Effect of affidavit for referendum petition.**

Whenever there has been an affidavit filed with the City Clerk to begin petitioning for the reference to the people of any such ordinance, order, or resolution passed by the City Council, the same shall be suspended from going into operation until the results of the petition are determined by the City Clerk and an election has been held on the referendum question.

## **Section 9. Consideration by City Council.**

Whenever the City Council receives a certified initiative or referendum petition from the City Clerk, it shall proceed at once to consider such petition. A proposed initiative resolution, order or ordinance shall be read and acted on as in accordance with the City Charter for passage without amendment. The City Council shall take final action on the initiative resolution, order or ordinance not later than sixty (60) days after the date on which such resolution, order or ordinance was submitted to the City Council by the City Clerk. A referred resolution, order or ordinance shall be

reconsidered by the City Council and its final vote upon such reconsideration, which shall not be later than sixty (60) days after the date on which such certified referendum petition was submitted to the City Council by the City Clerk, shall be upon the question, "Shall the resolution, order or ordinance specified in the referendum petition be repealed?" In the case of the referendum, the entire repeal of the resolution, order or ordinance sought to be referred, and in the case of the initiative, the passage by the City Council of the desired resolution, order or ordinance shall put an end to all proceedings under said petition.

#### **Section 10. Submission to electors.**

If the City Council shall fail to pass a resolution, order or ordinance proposed by initiative petition, or shall pass it in a form different from that set forth in the petition therefore, or if the City Council fails to repeal a referred resolution, order or ordinance, the proposed or referred resolution, order or ordinance shall be submitted to the electors at the next regularly scheduled election.

#### **Section 11. Publication.**

Whenever any resolution, order or ordinance is required by the provisions of this article to be submitted to the voters of the City at any election, the City Clerk shall cause a summary thereof to be published in a newspaper published or having a general circulation in the City of Waterville, such publication to be made not less than seven (7) days nor more than ten (10) days prior to the election., The full text of the proposed resolution, order, or ordinance shall be made available electronically and in the office of the City Clerk at least ten (10) days prior to the election.

#### **Section 12. Form of ballot.**

The ballots used when voting on such proposed resolution, order or ordinance shall set forth the title thereof in full and state its general nature. Referendum ballots shall begin with the language, "Do you wish to reject the proposed (resolution, order, ordinance)". Initiative ballots shall begin with the language, "Do you wish to enact the proposed (resolution, order, ordinance)".

#### **Section 13. Result of election.**

If a majority of the qualified voters voting on said proposed initiative resolution, order or ordinance or said referred resolution, order or ordinance shall vote in favor thereof, such resolution, order or ordinance shall take effect ten (10) days after the declaration of the official canvass of the return of said election. A referred resolution, order or ordinance which is not approved by a majority of the electors shall thereupon be deemed repealed.

#### **Section 14. Conflicting resolutions, order or ordinances.**

Any number of proposed or referred resolutions, orders or resolutions may be voted upon at the same election. In the event that two (2) or more resolutions, orders or ordinances adopted at the same election shall contain conflicting provisions, the resolution, order or ordinance receiving the highest number of votes at such election shall prevail to the extent of such conflict.

**Section 15. Resolutions, orders or ordinances submitted to popular vote.**

The City Council may submit, on its own initiative, a proposition for the enactment, repeal or amendment of any resolution, order or ordinance except as herein otherwise provided, to be voted upon at any municipal election, and should such proposition receive a majority of the votes cast thereon at such election, such resolution, order or ordinance shall be enacted, repealed or amended accordingly.



## **ARTICLE XI.**

### **GENERAL PROVISIONS**

#### **Section 1. Rules for taking action or filing claims against the City.**

No action shall be maintained against the City on account of any injuries or damages to persons or property, except under the conditions set forth in relevant state statutes.

#### **Section 2. Submission of modifications or revisions to referendum.**

Modifications or revisions to the Charter as proposed by a duly elected Charter Commission shall be submitted to voters for approval or revision in accordance with relevant state statutes.

#### **Section 3. Effective date of this Revision.**

The provisions of this Charter which are essential to the municipal election provided for herein shall go into effect immediately upon the approval of this Revision by a majority of qualified voters, as provided in section 2 of this article. The remaining provisions of this Revision shall go into effect on the first day of the municipal year following approval of this Revision.

#### **Section 4. Effect of this revision on existing law.**

In the event that this revision is approved in the manner herein provided, all acts and parts of acts inconsistent with the provisions of this Charter are hereby repealed and superseded. Insofar as the provisions of this Charter are the same in terms or in substance and effect as provisions of law in force when this revision shall take effect, the provisions of the revision are intended to be not a new enactment but in continuation of such provisions of law, and this revision shall be so construed and applied.

#### **Section 5. Effect of this revision on existing ordinances and contracts.**

All ordinances in force at the time when this revision takes effect not inconsistent with the provisions of this revision shall continue in force until amended or repealed. All rights, actions, proceedings, prosecutions and contracts of the City pending or executed when this Charter goes into effect and not inconsistent therewith, shall be enforced, continued or completed in all respects as though begun or executed hereunder.

#### **Section 6. Separability clause.**

If any section or part of a section of this Charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Charter, it being the intention that the remaining portions of this Charter shall stand, notwithstanding the unconstitutionality and invalidity of any such section, sentence, clause or phrase.

#### **Section 7. Review of Charter**

The City Council shall, in a manner consistent with applicable state statute, propose creation of a Charter Commission to the voters of the City of Waterville at a regularly scheduled election in 2012 and every seven (7) years post-enactment thereafter.

The City Council may also, in a manner consistent with applicable state statute, propose creation of a Charter Commission to the voters of the City of Waterville at times other than those required by this section.

### **Section 8. Emergency policies and procedures**

The City Council shall adopt an ordinance authorizing the declaration of a civil emergency. The ordinance, and any amendments thereto, shall be adopted by a two-thirds vote of City Council members present and voting.

### **Section 9. City Comprehensive Plan**

The City Council shall create an ordinance directing the formation of a City Comprehensive Plan Review Commission, consisting of ten (10) members, seven (7) non-elected officials who need not be residents of the city, the City Manager, one Councilor, and the Mayor, to review the City Comprehensive Plan once every seven (7) years. The members of the Commission shall be appointed by the Mayor with the advice and consent of the City Council. Such ordinance shall be created to allow for the Commission to first meet in FY2021-22 and every seven (7) years post-enactment thereafter, and shall detail the length of time the Commission is to meet and procedures for its presentment of findings and recommendations.

The City Council may also propose creation of a City Comprehensive Plan Review Commission at times other than those required by this section.